Attendees: Elie Azzi, Denise Baker, Terry Brumfield, Kathy Busch (for Judy Piper), Nancy Doll, Cheryl Greenberg, Julia Jackson-Newsom, Scott Jones, Eileen Kohlenberg, Patrick Madsen, Jerry Pubantz, Nell Pynes, Nora Reynolds, David Schaefer, Gloria Thornton, Kathleen Williams

1. **Revised Institutional Effectiveness Policy**
   - The committee was informed about a revision to the IE Policy. The revision includes additional language pertaining to *Action Plan follow-up* documentation.
   - A copy of the revised policy will be sent to committee members.

2. **Importance of the documentation**
   - The importance of administrative assessment documentation was emphasized. Specifically mentioned were:
     - SACS Compliance Certification
     - To help provide for an ongoing strategy of telling UNCG’s “story”
     - The connection between budgeting and planning may become more critical in the future - “richer” planning documentation should be helpful in guiding budgeting decisions, particularly with a new provost coming aboard

3. **The committee discussed a broad range of topics surrounding Strategic Plans, Annual Reports and Compliance Assist. Questions and comments included:**
   - Perhaps we should rethink the planning process in order to better engage the ‘front lines’, where much of the work is being done - particularly with research and other activities that tie into UNCG’s mission… there are lots of activities underway around campus, but not all of it is being captured.
   - Can we improve the way we utilize Compliance Assist to better capture and roll information? The way we capture information is creating only a partial picture of what we’re doing, resulting in less than adequate data necessary to create strong, useful SACS narratives.
   - Lateral linking of activities and objectives involving collaboration between departments, units, schools and divisions – can Compliance Assist accommodate that? Can we
provide appropriate C.A. access that will allow users to better collaborate between units, schools, etc.?

- It can be difficult to determine what objectives, talking points, etc. should be linked to. Can we pare down the number of strategic goals and initiatives to a more manageable number? Can most of them be collapsed into a handful of broader initiatives? Should we explore using the UNCG Mission statement as a basis for these broader initiatives? Lots of interesting and important activities don’t get documented in C.A. because they don’t readily link to departmental and unit level goals.

- Can we better utilize C.A.’s document gallery to foster better collaboration between units, etc.? Should documents be available ‘globally’ for access by all units/departments?

- Given the importance of SACS certification, should we include SACS criteria within C.A.? Quite often people are unaware of the specific types of information SACS is interested in. By providing that information somewhere within C.A., departments might be in a better position to determine the information most valuable to report.

4. Other Business

- A decision was made to not meet in November. The next regularly scheduled meeting would be December 19, 2013.

Meeting was adjourned